

School District of Menomonee Falls

**Community Education &
Recreation Department**

SCHOOL DISTRICT OF
MENOMONEE FALLS



Appendix I

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School District of Menomonee Falls Community Education & Recreation Department

Introduction

Welcome to The Community Education & Recreation Department (CE & Rec Dept.), a division of the School District of Menomonee Falls. We strive to provide well rounded recreational and educational activities that meet the needs of the entire community. We feel that you have the attitude, personality, and technical qualifications to be an outstanding employee.

You are not only responsible to CE & Rec to do the best job you can, but, most importantly, you are responsible to the citizens of Menomonee Falls. Never allow your attitude to become lax or complacent. We are a service agency, and it is imperative that we set the highest standards in the performance of our duties.

The following information is an explanation of the policies and procedures for all employees. You are expected to be familiar with, and to comply with these policies. If you have any questions, feel free to contact your immediate supervisor.

Mission Statement

Enhancing the quality of life by providing recreational, educational, and social opportunities in partnership with schools, organizations, and the community.

Menomonee Falls Community Education and Recreation Dept.	Office Staff
Located in the Community Center W152 N8645 Margaret Road Menomonee Falls, WI 53051	Jason Husslein, Director hussjas@sdmfschools.org
Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.	Candice Southcott, Recreation Supervisor soutcan@sdmfschools.org
Phone: (262) 255-8460 Fax: (262) 255-8411 Website: www.fallsrec.org	Dan Zeroth, Recreation Supervisor zerodan@sdmfschools.org
Program cancellation line: (262) 255-8376	Lori Oertel, Older Adult/Volunteer Supervisor oertlor@sdmfschools.org
	Patti Pirlot, Administrative Assistant pirlpat@sdmfschools.org
	Julie Hardy, Administrative Assistant hardjul@sdmfschools.org
	Deb Williamson, Administrative Assistant willdeb@sdmfschools.org

The school District of Menomonee Falls does not discriminate in employment, program opportunities, or delivery of services. WI Statute, 118.13

Conduct & Expectations

- Personal cell phone use including text messaging or internet use is prohibited during your shift. Phone calls should be for emergencies only, and kept to a minimum.
- If you cannot make your scheduled shift:
 - Contact your immediate supervisor
 - If immediate supervisor is not available, leave a message and contact the CE & Rec office.
 - Make every effort to find a replacement.
- Employees should know how to reach their supervisor in an emergency. Keep the CE & Rec office, program coordinator's, recreation supervisor's and director's phone numbers with you.
- Become familiar with the facility you will be using prior to the start of your first class.
- Employees needing access to locked areas (ball boxes, cabinets, closets) will be provided with the appropriate key and/or access badge. All keys and badges must be signed out and returned upon the completion of the program.

The School District of Menomonee Falls does not provide accident insurance for program participants. If you are injured during your regularly scheduled work day, please notify your supervisor immediately and report the incident under our Workman's Comp Program.

Coordinators / Site Supervisors / Head Instructors

Materials/Supplies

A request for special equipment or supplies needed for your class should be indicated on your class proposal. All purchases made by an instructor/coordinator must be pre-approved by the CE & Rec Dept. prior to ordering, or reimbursement for purchases will not be given.

Prior to Class Start Date

All staff is responsible for contacting the CE & Rec Dept. at least one week prior to the start of the program to make arrangements for pick up of class attendance sheets, rosters, accident and incident reports, evaluation sheets, first-aid kits, and any other needed equipment.

Access to Registration Information

If applicable, an instructor profile will be created for you which will allow you to check class enrollment, print class rosters, and communicate with class participants.

Payroll Information

Payroll Schedule

- Employees are paid on the 15th and the last business day of each month.
- Time cards must be signed by the employee and turned in, or submitted electronically, to the CE & Rec Dept. office no later than the 1st and 16th of the month.
- Hours worked between the 1st and the 15th of the month will be paid on the last business day of the month.
- Hours worked between the 16th and 31st of the month will be paid on the 15th of the following month.
- Employees will not be compensated for cancellations due to inclement weather, low enrollment, or other uncontrollable circumstances.

Supervision Responsibilities

Supervision of Participants

Instructors are expected to arrive at their program site approximately 10 minutes prior to class start time to supervise arriving participants. Students must be supervised from the time they are dropped off until they are picked up. ***Under no circumstance should an employee of the CE & Rec Dept. leave a child unsupervised at a site, or transport a participant in their vehicle.***

If a student is not picked up on time, every effort should be made to contact a parent. If you are unable to contact a parent after 15 minutes, contact the following, in the listed order.

1. Direct Supervisor
2. Recreation Supervisor or Director
3. MF Police Department, 262-532-8700

Please notify your supervisor if you experience a consistent problem with a parent/guardian picking their child up late.

Incident Report

An incident report must be completed to document harassment, vandalism, theft, or participant activity that is unusual, disruptive, may need further investigation or follow-up, and does not require first aid. If first aid is needed, an accident report is required.

Accident Report

An accident report **must** be completed in full detail, any time an injury occurs to a class participant or guest. The report must be turned in to your supervisor, or the CE & Rec Dept. office within 24 hours.

Supervision of Facilities

As an employee, you are asked to observe the surrounding areas of your program facility periodically to check that participants are not in danger of injuring themselves or are in non-compliance of rules/policies (ie smoking, vandalism, etc.) Please make

the custodians and/or the CE & Rec Dept. aware of any potential safety hazards within the facility.

Program Cancellations Due to Inclement Weather

Indoor Programs

When the School District cancels school, evening activities, or has early release due to winter weather or other conditions, all CE & Rec Dept. programs are canceled. Cancellation information will be communicated via social media, indicated on our information line (262-255-8376), and announced on other news media.

Outdoor Programs

On-site coordinators should attempt to make a decision in regards to outdoor programs 30 minutes before the start of each class. Every effort should be made to hold outdoor classes if possible.

Once the decision to cancel has been made, coordinators or lead staff should do the following:

- Seek shelter for any remaining participants and staff until they are picked up.
- Contact the CE & Rec Dept. office to alert them of the cancellation.
- Make sure supplies and equipment are properly stored.

Lightning

Staff should delay all outdoor activity when lightning is detected, and immediately seek shelter. No activity may resume until 15 minutes after the last detected strike.

Heat and Humidity

After a Heat Advisory (heat index of 105 or more) or Heat Warning (heat index of 115 or more) is issued by the National Weather Service, the following actions by supervisors will take place.

1. Approximately 30 minutes prior to the start of any outdoor activity; temperature, humidity, and approximate heat index readings should be taken from the National Weather Service.
 - **Heat Index of 80-89 (Low to Moderate Risk)**
Proceed with scheduled outdoor activity. Monitor participants carefully for necessary action. Encourage additional fluid intake.
 - **Heat Index of 90-104 (Moderate Risk, Use Caution)**
Fluid/shade/rest breaks should be taken every 20-25 minutes. Activity should be modified for less exertion. Consider reducing program length.
 - **Heat Index of 105-114 (High Risk, Use Extreme Caution)**
Fluid/shade/rest should be taken every 15-20 minutes. Reduce program length to no more than 60 minutes per class. Additional instructor breaks. Consider cancelation of youth and senior programs or high exertion activities.
 - **Heat Index of 115-130 (Very High Risk, Cancel all outdoor activities)**

2. Please note that some discretion is granted to supervisors in making decisions as programs with abundant shade, water and frequent breezes may not require above modifications.

Medical Emergencies/Injuries

When calling 911 from a school district phone you must dial 9-911

1. Evaluate the accident scene.
2. If the scene is safe, proceed to victim.
3. If accident is minor - Provide first aid as trained to do so. If you are not trained in first aid, contact additional help. Attempt to contact parent or emergency contact before calling 911.
4. If accident is severe - Call 911.
5. Complete an accident report – Fill in all information in a neat & legible manner.
6. Notify supervisor if there is an emergency, or the injury is significant.

Emergency Procedures

1. The first person to aid a victim at the scene of an accident directs a second person to go for professional help. The first person remains with the victim and provides care, as trained to do so, until professional help arrives.
2. The person in charge will also clear the area of people and any other interference.
3. For the protection of yourself and the victim, be sure to wear non-latex gloves in any emergency situation.
4. When 911 has been called, you should contact your supervisor, a CE & Rec Supervisor, or the Director of CE & Rec as soon as possible. This means at home if necessary.
5. If the emergency involved a staff member providing first-aid care involving direct exposure to body fluids, it is crucial that the staff member involved receives medical care within 24 hours of the exposure incident.
6. Never give out any information regarding an emergency situation to participants or the public. All inquiries should be directed to the CE & Rec Dept.

Other Policies/Procedures

Fights

Do not physically intervene if physical harm can come to you. Follow the appropriate steps

1. Address any injuries and assist in medical attention; if appropriate call 911.
2. Notify parents, guardians, or emergency contact person.
3. If appropriate, notify police.
4. Administer appropriate discipline action.
5. File incident/accident report.

Missing Person

1. If during school hours, contact the main office to announce the missing person's name over the P.A. system.
2. Search building for missing person.
3. Contact missing person's parent or other family member.
4. After reaching parent or other family member, advise them to contact police if missing person doesn't appear at home.
5. If police arrive at the building, advise them on all known facts relating to the missing person.
6. If person is located, contact parent or other family member.

Power Outage

1. Instructors and class should remain in classroom/gymnasium until further instructions are given.
2. Try to contact custodian, who in turn will contact WE Energies.
3. If evacuation is required, follow evacuation procedures.

Emergency Procedures

Please see the Emergency Procedures on page 9 of this Appendix.

Registration Information

Activity Guide

The CE and Rec Activity Guide is sent out to the community four times per year.

Summer - end of March

Fall - beginning of August

Winter/Spring - end of November

Spring supplement - end of February.

Every effort should be made to become familiar with the current guide, as it contains important information such as: class descriptions, refund policies, registration information, and residency requirements.

Registration/Attendance

Anyone participating in a CE & Rec program MUST be properly registered in the class. In order to provide a safe and conducive class environment for all, students must meet the age, grade or skill level requirements described in the activity brochure. Please notify the office if you suspect a student does not meet required class criteria.

All registrations are completed online, including registrations that are sent to the office by mail, fax, or are dropped off.

If a participant is not on the roster, or does not have a copy of their receipt, contact the office as soon as possible. Do not tell non-registered students you will make room for them if a class is full. Participants may not register at the program site, and instructors are not allowed to take money for registration purposes. All registration and class transfers must be done through the CE & Rec Dept.

Participants who do not attend class on the first day will not automatically be dropped from the class, unless specifically requested by the individual. The office will contact individuals on waiting lists if openings do occur.



EMERGENCY PROCEDURES



WHEN YOU SEE IT, CALL IT

RESPONSES WILL BE DEPENDENT UPON THE SITUATION

LOCKDOWN: LOCKS, LIGHTS, OUT OF SIGHT

Active and immediate threat of great bodily harm

- Move indoors to the nearest room
- Lower window coverings and turn off lights
- Possibly barricade door with furniture
- Move away from doors and windows and hide
- Evaluate before responding to fire alarm or knock at door
- Do not open doors
- Maintain absolute silence



LOCKOUT! SECURE BUILDING

Potential threat outside building or disturbance within building

- Move indoors
- Close and lock doors
- Continue activities as normal
- Do not open doors until instructed
- Follow additional instructions from staff



EVACUATE

Fire or other incident requiring evacuation of building

- If instructor led program, instructor lines up participants
- Proceed quickly to the nearest emergency exit
- Close doors
- Move away from the building
- If instructor led program, instructor takes attendance
- Leave all belongings behind
- Follow additional instructions from staff or emergency personnel



SHELTER

Example: Tornado or Hazmat Situation

TORNADO:

- Shelter within building
- Move away from windows
- Kneel on floor, head down, hands covering back of head

HAZMAT:

- Stay in room
- Listen for instructions





W152N8645 Margaret Road • Menomonee Falls, Wisconsin 53051
262-255-8460 • Fax 262-255-8411
www.fallsrec.org

SAMPLE ACCIDENT REPORT

This report MUST be completed and returned to the Menomonee Falls Community Education and Recreation Department within 24 hrs.

Location Village Park Date 6/25/10 Time 1:00 p.m.

Name Of Injured Person Jake Robinson Sex M Age 8

Address W122 N6382 Westminster Ct. H) Phone 414-882-2299
Menomonee Falls, WI 53051 W) Phone N/A

Describe in detail the nature and extent of the injury Blunt trauma to head and a 1 inch laceration above right eye.

Coordinators Action: Iced, controlled bleeding, contacted Mom.

State cause & type of accident, describing in detail where and how it happened: Jake was sitting on top of the monkey bars when he fell off and hit the ground. No suspected spinal injury.

Did any defect in the area or equipment cause or contribute to the accident? No
If so, describe and indicate what steps have been taken to prevent a similar accident.
N/A

WITNESSES:

Name David Peterson Phone Number 262-251-1416

Name _____ Phone Number _____

Additional Comments: Mom came to pick up Jake and take him to the doctor.

Signed David Peterson Date 6/25/10 Time 3:00p.m.

If Injured was a child: Was Parent Notified yes By Whom Mary Smith Date/Time 6/25/10 @ 1:15 p.m.



Menomonee Falls Community Education and Recreation Department

W152 N8645 Margaret Road Menomonee Falls, WI 53051 (262) 255-8460 FAX (262) 255-8411

SAMPLE INCIDENT REPORT

Date 6/24/12 Program Name Summer Kids INC Location/Room Incident Occurred Shady Lane Gym

Incident Date 6/24/12 Incident Time 2:14 p.m.

Problem (check one)

- Abusive Language
[X] Disruptive Behavior
Theft
Vandalism
Other

Please explain Incident / Vandalism / Theft / Other in detail. Arnold was throwing water balloons at Kids INC leaders after being told numerous times that water balloons are dangerous and not allowed.

Table with 6 columns: Name of Individual(s) Involved, Age, M/F, Please indicate: Spectator / Participant / Other, Address: Include City & Zip Code, Phone. Rows include Arnold West, Mary Northland, and Bob Hart.

Action Taken Water balloons were taken away, Arnold was put in a 10 minute time out.

If others witnessed this incident please list their names: See above

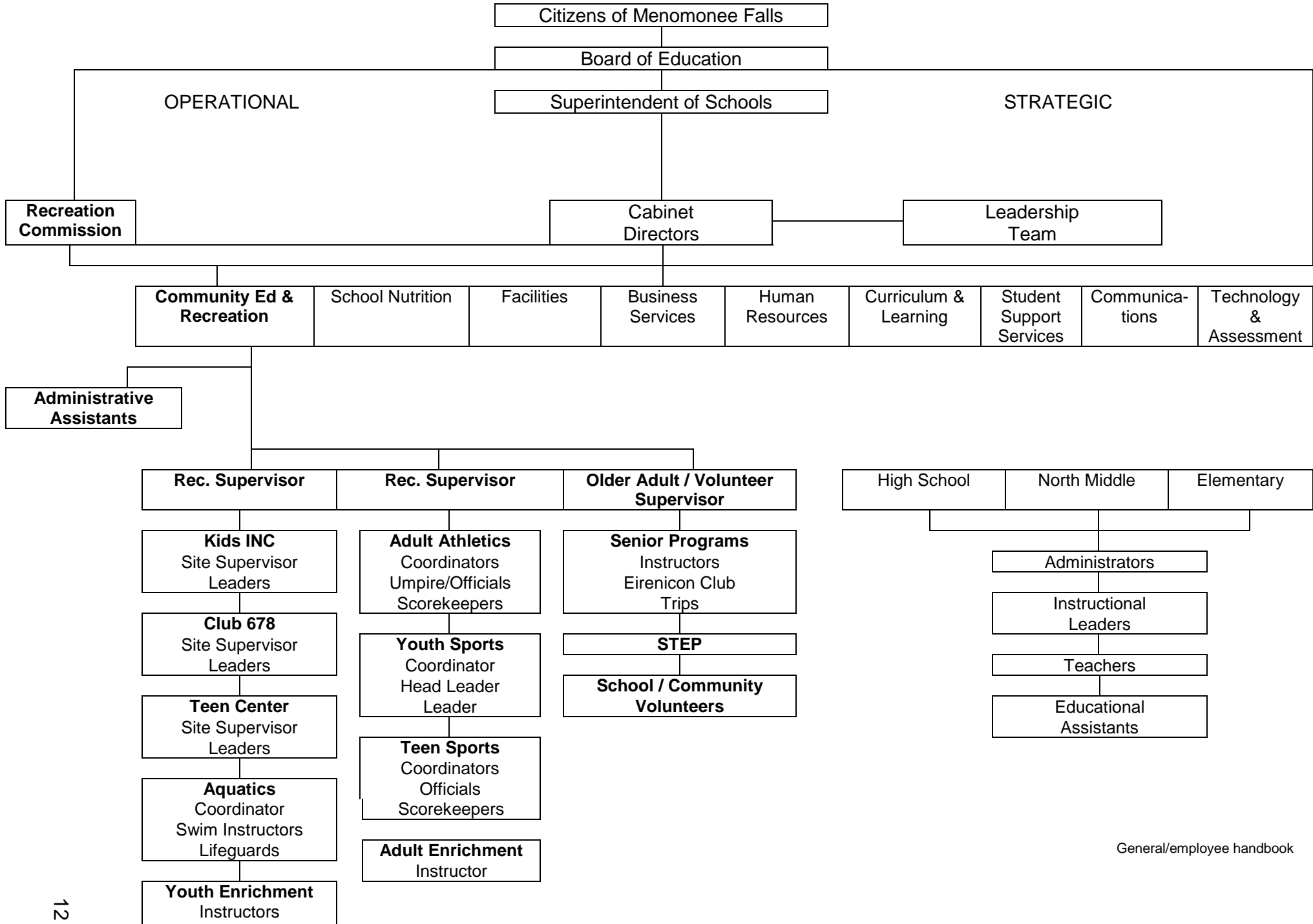
Where was Supervisor / Instructor when incident occurred? On Shady Lane Playground

Was Accident Report completed? Yes No [X]

Report prepared by Mary Nowak Signature Mary Nowak Position Site Supervisor

Was Parent Notified No By Whom N/A Date/Time N/A Name of Parent N/A

Menomonee Falls School District Organizational Chart – CE & Rec



General/employee handbook